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FUNCTIONS

Finance and Fiscal Branch

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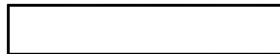
The Finance Officer, under the general direction of the Executive Officer and within approved policies and regulations of OTR and the Agency, shall:

1. Establish and maintain in current status a system of records and accountings which reflect allotments of funds for operations, obligations of such funds, actual expenditures and unencumbered balances. 25X1
2. Receive, prior to approval for action, any instrument which will result in the expenditure of funds; assure that a proposed expenditure does not violate the authority and responsibility of the in the expenditure of public funds as expressed in applicable regulations of the Agency; certify each instrument as to the availability of funds; and immediately inform the Executive Officer of any proposed expenditure which would result in an irregular or illegal transaction or the over-obligation of an allotment. 25X1
3. Certify payrolls to OTR when appropriate; arrange for cash payroll of personnel when applicable; provide such other financial services as may be required by the mission 25X1
4. Prepare consolidated budget estimates and supporting documentation for submission to OTR. 25X1

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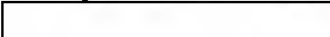
FUNCTIONS



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Supply Branch

The Supply Officer, under the general direction of the Executive Officer and within approved policies and regulations of OTR and the Agency, shall:

1. Obtain, store and issue supplies, material and equipment necessary to  and other OTR approved activity. 
2. Enter into contracts and negotiations where necessary in the conduct of supply operations.
3. Maintain accountability for non-expendable property and for property on Memorandum Receipt.
4. Maintain prescribed records of stock received, on hand and issued; assure that stocks on hand and on order are within authorized stock levels; operate adequate stock locator records for on hand property and supplies; and assure that a system of stock rotation is practiced and that all reasonable measures are taken to protect supplies and property from damage, loss and obsolescence.
5. Inventory supplies and property as specified by regulations and make proper reconciliations; initiate Reports of Survey where necessary; and arrange for the disposition of salvage items and waste material.

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